

**Integrated English Literacy and Civics Education Grant Application Score Sheet**  
**Tennessee Department of Labor and Workforce Development**  
**Division of Adult Education**

**Applicant** \_\_\_\_\_

<b>Proposal Item</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Comment</b>
<b>1. Organizational Overview and Statements of Past Effectiveness and Need (10 Points)</b> A. An organizational overview that describes existing ESOL program B. A description of past effectiveness in improving the literacy skills of adults and families C. A statement of the local community's demonstrated need for additional English literacy programs and D. A plan to serve individuals in the community who are most in need of literacy services, including individuals who are low-income or have minimal literacy skills	<b>10</b>		
<b>2. Program Goals (15 points)</b> A. The program has identified 3-5 measurable goals for participant and program outcomes including, but not limited to: B. The projected number served through this grant and C. Plan to meet program performance measures as compared to the Division of Adult Education's performance measures. These goals will be the basis for evaluating program effectiveness.	<b>15</b>		
<b>3. Program Design (20 points)</b> A. List your proposed schedule of classes to demonstrate the intensity and duration for participants to achieve substantial learning gains. B. What instructional practices will you use in your EL/Civics program? Describe how you will: <ul style="list-style-type: none"> <li>• provide an integrated program that emphasizes contextualized instruction on English language,</li> <li>• the rights and responsibilities of citizenship,</li> <li>• naturalization procedures,</li> <li>• civic participation, and</li> <li>• U.S. history and government to help students acquire the skills and knowledge to become</li> </ul>	<b>20</b>		

**Integrated English Literacy and Civics Education Grant Application Score Sheet**  
**Tennessee Department of Labor and Workforce Development**  
**Division of Adult Education**

**Applicant** \_\_\_\_\_

<b>Proposal Item</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Comment</b>
<p>active and informed parents, workers and community members.</p> <p>C. State how you will help EL/Civics participants learn to effectively participate in the education, work and civic opportunities of this country. (Give specific examples.)</p>			
<p><b>4. Program Implementation (25 points)</b>  Implementation plan for the proposed project, which must include:</p> <p>A. What curriculum framework(s) and/or teacher resources will be used.</p> <p>B. How applicant will build on a strong foundation of research and effective educational practice;</p> <p>C. How program will effectively employ advances in technology, as appropriate, including the use of computers;</p> <p>D. How project will provide learning in real life contexts to ensure that an individual has the skills needed to compete in the workplace and exercise the rights and responsibilities of citizenship;</p> <p>E. Plan to staff the classes with well-trained instructors;</p> <p>F. Plan to coordinate with other available resources in the community, such as establishing strong links with schools, post-secondary institutions, one-stop centers, job training programs, and social services agencies;</p> <p>G. Plan to offer flexible schedules and support services, including partnering with other agencies, to provide transportation and child care, if applicable, to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.</p> <p>H. A description of steps to ensure equitable access to, and equitable participation in, the proposed grant activities conducted with EL/Civics funds. Address the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation,</p>	<b>25</b>		

**Integrated English Literacy and Civics Education Grant Application Score Sheet**  
**Tennessee Department of Labor and Workforce Development**  
**Division of Adult Education**

**Applicant** \_\_\_\_\_

<b>Proposal Item</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Comment</b>
including barriers based on gender, race, color, national origin, disability, and age.			
<b>5. Evaluation (20 points)</b> A plan to track participant outcomes, monitor program performance, and use the data for continuous program improvement. Include: A. A plan to maintain a high-quality information management system that has the capacity to report participant outcomes and to monitor program performance against the eligible agency performance measures included in the State Plan and the NRS B. A description of how teacher(s), learners and others will be involved in evaluation. Evaluation should include methods based on Tennessee's performance standards as included in the State Plan and the National Reporting System (NRS). C. An assessment must include pre-and post-testing using a standardized instrument. Approved tests for Tennessee include BEST Literacy, BEST Plus, Oral BEST or CASAS. <ul style="list-style-type: none"> <li>• Identify the instrument that will be used for the proposed program and include a brief description of the assessment plan.</li> </ul>	<b>20</b>		
<b>6. Budget (10 points)</b> A. Use the budget sheet included in this packet to provide an itemized project budget that is cost effective. B. Provide budget narrative that shows how you plan to use the grant resources to accomplish the work described above. C. Include in your budget and narrative sufficient funds to allow the instructor time to: <ul style="list-style-type: none"> <li>• plan,</li> <li>• deliver and document the program,</li> <li>• assist in the revision of existing <i>ESOL Curriculum Resource Book</i></li> </ul>	<b>10</b>		

**Integrated English Literacy and Civics Education Grant Application Score Sheet**  
**Tennessee Department of Labor and Workforce Development**  
**Division of Adult Education**

**Applicant** \_\_\_\_\_

<b>Proposal Item</b>	<b>Possible Points</b>	<b>Points Awarded</b>	<b>Comment</b>
<ul style="list-style-type: none"> <li>• submit learning activities, and</li> <li>• participate in the Tennessee ESOL discussion list and attend two EL/Civics training sessions.</li> </ul> <p>D. Travel expenses should be included in your budget according to state guidelines for travel and include funding for the:</p> <ul style="list-style-type: none"> <li>• the supervisor to attend one training, and</li> <li>• the instructor to attend two trainings</li> </ul> <p>E. A laptop computer is an allowable expense for those programs using the BEST Plus assessment instrument.</p> <p>F. There is required 5% cash or in-kind match which must be noted on the Budget Request Form (included in this packet) and a description included in the budget narrative.</p> <ul style="list-style-type: none"> <li>• The applicant will spend not more than five percent of the grant for administration, unless the Division of Adult Education has approved a different rate.</li> </ul>			
<b>Total Score</b>	<b>100</b>		<b>Readers Summary Comments</b>

Reader (Print) \_\_\_\_\_ Reader Signature \_\_\_\_\_ Date \_\_\_\_\_